

**Bobby McWilliams**  
907 S. Squish Way • Pondwood, CO 90002 • (303) 555-4328  
bobbymcwilliams@gmail.com

## EDUCATION

### Bachelors Business Administration

Colorado Christian University, Lakewood, CO

*Expected Graduation: May 2020*

**Comment [BKK(1)]:** Be sure that all items on the right hand side are lined up properly. Notice how all dates and GPA are lined up perfectly. This is done by using a right tab.

### High School Diploma

Royal High, Simi Valley, CA

*Graduation: May 2016*

*GPA: 3.8*

**Comment [BKK(2)]:** Generally, if you have a 3.5 and above, you will include your GPA. Otherwise, it may be better to leave it off.

### Scholarships, Honors and Achievements

Awarded CCU President's Scholarship

Awarded CCU Partners in Spiritual Transformation Scholarship

Graduated high school with Academic Honors

Elected High School Student Body President

### Related Classes

AP Statistics

AP Literature and Language

## WORK EXPERIENCE

### Kitchen Assistant, Noah's Ark Whitewater Rafting

Buena Vista, CO

*May 2016 - Current*

- Assisted in the preparation of 50 clients' meals per day
- Maintained a clean and orderly environment for clients and cooks
- Participated in training exercises for current ECOLAB products

**Comment [BKK(3)]:** If you have no work experience, focus on community service and volunteer work that you have done in the past and tell what skills you have developed, especially if you did anything with organizing people or groups. Focus on numbers, stats and results. Watch this short video to learn how to write results-oriented statements:  
<http://www.youtube.com/watch?v=bOSKynkOgQE>

**Comment [BKK(4)]:** Notice how all of the sections under Work Experience follow the same format: Position, Employer on the first line and location and dates on second line.

### Courtesy Clerk and Cashier, Safeway

Simi Valley, CA

*May 2013 - May 2016*

- Operated computerized cash register requiring attention to detail for 150+ customers per shift
- Provided friendly customer service to each customer in fast-paced setting
- Trained 7 courtesy clerks and 2 cashiers

**Comment [BKK(5)]:** Notice that a period is not used at the end of these statements. If you want to use a period, be sure to be consistent and end all statements with a period.

**Comment [BKK(6)]:** Start each statement with an active verb. If this is a job that you are still doing, use present tense, otherwise use past tense.

## SKILLS/EXPERIENCES

Proficient in Social Media (Facebook, Instagram, and Twitter)

Leadership skills developed as a Junior Leader for 3 YoungLife Summer Camps

Habitat for Humanity Volunteer - Building Assistant on 2 homes

P.O.S.T (Parks Open Space Trails) Volunteer - Trail work on 12+ trails

Experience in photography and photo editing

Competent outdoor enthusiast including Backpacking, Skiing, Rock Climbing and Running

**Comment [BKK(7)]:** Your resume should be one page and include the information that is relevant to the job for which you are applying.